

2015 NSTI Application Checklist and Evaluation Criteria

The purpose of this checklist is to ensure the standardized submission of Statement of Work Applications and Proposal Application forms from Academic institutions that are interested in serving as host sites for NSTI.

1. Please make sure your application is “responsive”.

- ☐ Applicant is a North Carolina accredited Historically Black Colleges and Universities (HBCU), Tribal colleges, Minority Serving Institutions (MSI), Hispanic Serving Institutions (HSI), Asian-American Native American Pacific Island Serving Institutions (ANAPISI), or other accredited college, community college or university.
- ☐ Application packet is due not later than February 6, 2015 at 5:00 p.m. Delivery options include:
 - Email: angoolsby@ncdot.gov, (Preferred Delivery Method)
 - Hand deliver: Ashley Goolsby, 1 South Wilmington Street, Raleigh, 27601
 - Mail: 1554 Mail Service Center, Raleigh NC 27699-1554
- ☐ Application packet is 10 pages or less.
 - *Spacing*: Pages may be single or double spaced (up to the applicant)
 - *Margins*: Not less than 1” (one-inch) margins around the page
 - *Font*: Not less than 11-point font (Times Roman preferred)
 - *Numbering*: Pages must be numbered, i.e., “1 of 10,” “2 of 10,” etc.
 - *Format*: Must follow the layout provided in “Statement of Work Application” and must respond to the information requested in the application.
 - The 10-page limit includes the Statement of Work only; Proposal Application (Tables A-E) is not included in the page count.
- ☐ Application packet is complete.
 - A complete packet will contain the Statement of Work and the Proposal Application.

2. A Selection Committee will rank the proposals and may short list a group of finalists for a presentation. Proposers are encouraged to submit their proposals as comprehensively as possible because final decisions may be made without presentations. Applications will be evaluated against the following criteria:

Evaluation Criteria	Weight
1. Documented, well-rounded, and comprehensive approach to promote awareness of Science, technology, engineering and math (STEM) educational and career opportunities	25%
2. Demonstrated inclusion of various modes (e.g., highways, aviation, transit and maritime) in activities and events	25%
3. Documented plan to recruit disadvantaged and at-risk middle and high school students	25%
4. Budget allocation demonstrates understanding of program requirements and sound fiscal accountability.	15%
5. Demonstrated inclusion of external stakeholders for financial, programmatic, or other support	10%

3. In accordance with application submission requirements published by USDOT, the NCDOT should evaluate potential host sites on several factors, including past performance (programmatic and fiscal) of prior host sites. Therefore, the following considerations apply to applicants that have previously served as NSTI host sites.

- ☐ Did the applicant's activities and events meet NSTI program objectives?
- ☐ Did the applicant evaluate its program components as required?
- ☐ Does the applicant have a plan to survey NSTI student graduates during their senior year in high school or final year in an alternative program to determine career or academic decisions made by the students?
- ☐ Did the applicant submit an annual report by the designated due date?
- ☐ Did the applicant employ sound fiscal management practices?
- ☐ Did the applicant invoice promptly and provide supporting documentation necessary to execute payment of invoices?
- ☐ Did the applicant expend account balances within 12 months?